



Agency Records Disposition Schedule

Department: Department of Labor and Industrial Relations

Section: Contributions Field Section

Division: Division of Employment Security

Sub-Section:

TITLE: Audit History File

CUTOFF: Lifetime of the account

DESCRIPTION: These are computerized mainframe records that track the history of audit activity per account number such as audit download, transfer, and completion of the audits.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 6792

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Cash receipt books and cash receipt logs

CUTOFF: EOSFY

DESCRIPTION: Books document cash received from employers by Unemployment Insurance Auditors in payment of unemployment taxes. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 6788

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Field Auditors Transmittals

CUTOFF: EOSFY

DESCRIPTION: These are the cover sheets attached to all Unemployment Insurance Auditors' material sent to the Central Office. Includes production numbers that may be used as part of the auditor's evaluation.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 6791

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008